



Department of
**Environment &
Conservation**



Tennessee Department of Environment and Conservation

Edgar Evins State Park – Park Manager 2

Division of Tennessee State Parks, Bureau of Parks and Conservation

Annual Salary Range: \$42,396 - \$67,860

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards;
- Protecting and improving the quality of Tennessee's land, air, and water, and
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas

TDEC has approximately 3,200 employees working across Tennessee supported by a total budget of more than \$400 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund.

Summary & Distinguishing Features

The Edgar Evins State Park Manager is an Executive Service position and part of the Department's Park and Conservation Management team. The Edgar Evins State Park Manager reports to the Middle Tennessee Parks Area 4 Manager. The most important duty of this position is to ensure that the mission of Tennessee State Parks is achieved and implemented, while managing the day-to-day operations and staff at Edgar Evins.

Duties and Essential Functions

The Edgar Evins State Park Manager's primary responsibilities include:

- Has oversight of 6336 acres that borders Center Hill Lake in Dekalb County. The park contains hiking and biking trails and other natural resources.
- Accountable for the administration of an annual operating budget of \$1.5 million and projected revenues in excess of \$500,000.
- Manage approximately 25 staff and reviews personnel performance, holds regular meetings with park staff for effective communication of objectives and management strategies and is responsible for performance plans and evaluations.
- Establish performance measures for operations and programs that allow for effective measures of accountability, and provide for evaluation of quality and feasibility of operations and programs.
- Participate in the implementation and coordination of policies and methods for park operations. Study, review, and enforce state policies and guidelines at the park level. Evaluate park operations and makes recommendations/decisions on services to enhance economy and to improve the quality of operations and guest services.
- Responsible for establishing, reviewing and following the parks Management Directive Statement, Business & Management Plan, Interpretive Action Plan, Safety and

Security/Emergency Management Plan, Park Facilities Management Plan and Standard Operating Procedures.

- Participate in community outreach programs and partner with local businesses and area officials to promote the park and impact economic development.
- Provide management of campground, cabins, and picnic pavilions and oversight of a leased marina and restaurant operation.
- In coordination with the Middle TN Regional Maintenance Office, provide oversight and facility maintenance for the all of the park's facilities.
- Work closely with the Friends of Edgar Evins State Park who support the park through fundraising and interpretive activities.
- Assist with interpretive programming goals, marketing and promotional activities.
- Maintain a positive working relationship with the local Army Corp of Engineers resource manager's office to ensure the park is working within the parameters of the long term lease agreement.

Competencies

- Proven leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner; success leading high performance teams. Competent at formulating long-range and strategic plans.
- Effective oral and written communications skills; ability to present complex topics effectively in a concise manner.
- Strong interpersonal skills dealing with people at various levels within the organization, as well as external stakeholders, including but not limited to, high level contacts in state, local and federal government – as well as private entities, conservation organizations, corporate sponsors, and general public and at times the media.
- Able to resolve problems with effective solutions.
- Candidates for this position should have a strong interest in natural history.

Qualifications

Qualified candidates should possess a Bachelor's degree, preferably in Natural Resource – Based Management (Natural Resources, Forestry, Wildlife Biology, etc.), Park and Recreation Management or related field and have 5+ years' natural resource and/or parks and recreation management experience. Basic qualifications also include continued education and certifications in Resource Management, Parks and Recreation Management and Leadership Development. It is desired that the candidate be a state commissioned officer recognized by the Tennessee Law Enforcement Training Academy, or is willing to become commissioned.

All interested candidates should submit via email, TDEC.Careers@tn.gov, a resume and cover letter to Beth Smith, TDEC Director of Talent Management. Additional questions may be addressed to TDEC.Careers@tn.gov. Deadline for submitting an application is October 27, 2018.

Beth Smith, Director of Talent Management
People and Organizational Development
Tennessee Department of Environment and Conservation
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Nashville, TN 37243 TDEC is an AA/EEO/ADA equal opportunity employer.